

NASPNCLA INSTRUCTION 4420.1D

Subj: PROCESSING CASUALTY REPORT (CASREP) SUPPLY REQUISITIONS

Ref: (a) NWP-10-1-10, Chapter 4
(b) CNETINST 3040.1
(c) CNETINST 4400.1D
(d) NAVSUP Publication 437
(e) CNETINST 4419.1

Encl: (1) Sample of National Stock Number (NSN) CASREP Requisition Message
(2) Sample of Non-National Stock Number (Non-NSN) CASREP Requisition Message

1. Purpose. To establish procedures for processing material requisitions in support of CASREP's.

2. Cancellation. NASPNCLAINST 4420.1C

3. Background. The CASREP is the expeditious means of reporting the status of equipment when an activity experiences a diminished mission readiness posture. All CASREP's are required to be submitted as soon as possible, but not later than 24 hours after the occurrence of a significant equipment casualty which cannot be corrected within 48 hours, or when outside assistance is required to correct the casualty. Reference (a) contains the Navy-wide guidance for casualty reporting, and reference (b) designates the Ground Electronics Officer as the station CASREP Coordinator. Reference (c) directs the submission of CASREP's through the accountable Supply Officer to ensure the inclusion of supply information. Reference (c) also establishes the requirement that Supply Departments will maintain a log for each CASREP submitted in order to log subsequent Situation Report (SITREP) activity.

4. Action

a. Material requirements for CASREP's will be submitted on DD Form 1348 through the NAS Pensacola Supply Department, Aviation Support Division (ASD), Program Management Branch (PMB) Code 19730, Building 3581, utilizing a material priority designator 03. After verifying the correctness of the stock number, PMB will utilize the Uniform Automated Data Processing System (UADPS) and the Virtual Master Stock Item Record (VMSIR) to determine availability of material. The PMB will take aggressive action to satisfy the requirement prior to submitting a CASREP message requisition.

b. If all efforts to locate the material fail, the NAS Pensacola CASREP Coordinator (Code 30400), Building 475, 452-2849, will be required to prepare an initial CASREP via naval message as outlined in references (a) and (c) (see enclosures (1) and (2)). Reference (d) provides guidance and examples for both NSN and non-NSN items. Initial CASREP messages will be routed through the NAS Pensacola Supply Department's Aviation Support Division for final review, and a copy forwarded to the Supply Officer (Code 19000).

c. On non-NSN and NSN CASREP DD Form 1348 supply requisitions, the requisition serial number will always begin with the letter "W" in card column (CC) 40. Documents without the "W" will be handled as MILSTRIP referrals.

Requisitions will contain a project code in CC-57-59, of which the last digit must be zero (0) (e.g., SK0), and the priority on all CASREP supply requisitions must be priority 03 or higher in CC-60-61.

d. The Aviation Support Division will be responsible for the input of CASREP supply requisitions into the Uniform Automated Data Processing System (UADPS) and Requisition Status File (RSF). If the requisition fails to appear in the RSF within 2 working days, the ASD supervisor will take action to update the file manually. Tracking and expediting action will be based on the latest status in the RSF.

e. The following actions will be taken by the NAS Pensacola Supply CASREP coordinator at ASD:

(1) Initiate follow-up and tracking action to satisfy the material requirement.

(2) The tracking of expediting actions will be initiated upon receipt of the requirement. Follow-up by message will be generated if a status is not received within 3 days of the requisition referral date or at any time an unsatisfactory status is received.

(3) Follow-ups will be submitted to the supply source to which the requisition was submitted, except when supply status has been received indicating another activity holds the requisition.

(4) Use procedures outlined in reference (d) to reinstate or modify CASREP requisitions.

(5) Prepare and submit message requests to improve Estimate Shipping Dates when not in agreement with material usage or need dates.

(6) Maintain frequent contact with customer and provide latest status as received.

f. As directed by reference (c), all material-related CASREP's will be submitted through the Supply Officer. A CASREP folder will be maintained at ASD for each CASREP submitted. Folders will be annotated with the CASREP serial number and the name of the system or equipment affected. All correspondence pertaining to the CASREP will be filed in the folder and each folder filed in serial number order, readily accessible to duty section personnel. Per reference (e), Training Repairable Item Management (TRIM) reports will be forwarded to training activities by Naval Education and Training Professional Development and Technology Center (NETPDTC) for verification of CASREP requisition status and follow-up on a monthly basis.

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Distribution:

B
(NASPNCLAINST 5216.1S)

SAMPLE OF NATIONAL STOCK NUMBER (NSN) CASREP REQUISITION MESSAGE

SAMPLE 1--SAMPLE FOR CASREPS WITH KNOWN NSN'S

RTTUNGCN RHFJPOB0001 1111417-UUUU--RHFJPOB
 ZNR UUUUU
 R 180012Z AUG 98 ZYB
 FM NAS PENSACOLA FL//300/304//
 TO CNET PENSACOLA FL//0SD41//
 SPAWARSSYSCEN CHARLESTON SC//31/312/313//
 INFO AIG SIX EIGHT FOUR THREE
 NAVICP MECHANICSBURG PA//1012//
 CNATRA CORPUS CHRISTI TX//N331/N334//
 BT
 UNCLAS//N00204//
 MSGID/CASREP/NAS PENSACOLA FL/000//
 POSIT/NAS PENSACOLA FL//
 CASUALTY/INITIAL-98001/AN-URC-101/EIC:DD00/CAT:2//
 ESTIMATE/312359Z0CT95/RECEIPT OF PARTS NLT 28 AUG 98//
 PARTSID/APL:49000001/CID:000000000000/JCN:0000000000//
 TECHPUB/NAVPUB//
 1PARTS
 /DL/NATIONAL STOCK NO. /RQD/COSAL/ONBD/CIRCUIT
 /01/9H5930-01-050-6624 / 01/ 000/ 000/1A1A23
 /02/9H6630-01-049-0947 / 02/ 000/ 000/1A1A24//
 AMPN/DL01-DL02 REASON ITEM NOT ONBOARD-NO ALLOWANCE ALL PARTS
 LISTED IN PARTSID APL.//
 1STRIP
 /DL/DOCUMENT ID /QTY/PRI/RDD/ACTIVITY /REQUISITION STATUS
 /01/V03360-5285-W400/ 01/ 03/301/NNZ /121200ZAUG98
 /02/V03360-5285-W401/ 02/ 05/301/NNZ /121201ZAUG98//
 RMKS/ANALYSER FAILS TO GIVE ACCURATE CONTINUOUS READOUTS CAUSING
 COMPLETE LOSS OF OXYGEN MONITORING CAPABILITY. CAUSES BELIEVED TO
 BE COMBINED ENVIRONMENT (HEAT AND HUMIDITY) OF FIREROOMS AND PARTS FAILURE.
 OXYGEN MONITORS HAVE NOT WORKED PROPERLY SINCE INSTALLATION DURING ROH 95.
 NAVSSE PROVIDED TECH ASSISTANCE IN AUGUST 1995. SHIP'S FORCE INSPECTION HAS
 NOW REVEALED HOLES IN BOTH TEFLON MEMBRANES.
 5102 MISHAP REPORT BEING (NOT BEING) SUBMITTED.//
 BT
 #0001

SAMPLE OF NON-NATIONAL STOCK NUMBER (NON-NSN) CASREP REQUISTION MESSAGE

SAMPLE 2--SAMPLE FOR CASREPS WITH KNOWN NSN'S

RTTUNGCN RHFJPOB0001 1111417-CCCC-RHFJPOB
 ZNR CCCCC
 R 180012Z OCT 95 ZYB
 FM NAS PENSACOLA FL//300/304//
 TO CNET PENSACOLA FL//OSD41//
 NAVAIRWARCENACDIV LAKEHURST NJ//IS31//
 INFO AIG SIX EIGHT FOUR THREE
 NAVICP MECHANICSBURG PA//1012//
 CNATRA CORPUS CHRISTI TX//334//
 BT
 UNCLAS//N00204//
 MSGID/CASREP/NAS PENSACOLA FL/000//
 POSIT/NAS PENSACOLA FL//
 CASUALTY/INITIAL-95001/AN-URC-101/EIC:QD00/CAT:2//
 ESTIMATE/312359Z OCT 95/RECEIPT OF PARTS NLT 28 OCT 95//
 ASSIST/OTHER/NAVAIRWARCENACDIV LAKEHURST NJ//
 PARTSID/APL:49000001/CID:000000000000/JCN:0000000000//
 TECHPUB/NAVPUB//
 1PARTS
 /DL/NATIONAL STOCK NO. /RQD/COSAL/ONBD/CIRCUIT
 /01/UNKNOWN / 01/ 000/ 000/1A1A23
 /02/UNKNOWN / 02/ 000/ 000/1A1A24//
 AMPN/DL01-DL02 REASON ITEM NOT ONBOARD-NO ALLOWANCE. PART
 NUMBERS PROVIDED BY NAVAIRWARCENACDIV LAKEHURST NJ. DL01
 PART NO. 098-022 DL02 PART NO. 098-008//
 1STRIP
 /DL/DOCUMENT ID /QTY/PRI/RDD/ACTIVITY /REQUISITION STATUS
 /01/V03360-5285-W400/ 01/ 03/301/NNZ /121200Z OCT 95
 /02/V03360-5285-W401/ 02/ 03/301/NNZ /121201Z OCT 95//
 RMKS/NAVAIRWARCENACDIV TECH REP IDENTIFIED PARTS REQUIRED.//
 BT
 #0001

Enclosure (2)